

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: June 12, 2007

SUBJECT: Competency Dictionary

The South Carolina Office of Human Resources has recently added a competency dictionary to our web site to assist agencies with a variety of HR issues. This dictionary can be used in many ways as it will provide a more comprehensive definition of many “competencies” required for various positions in state government. For example, competencies can be used to help a hiring manager more clearly define the characteristics required to be successful in a particular job or identify desired behaviors for an employee’s personal and professional development. In the assessment and performance management area, supervisors may use certain competencies to outline expectations for employees and to help evaluate an employee’s performance. You can access the competency dictionary at the following web site address:

<http://www.ohr.sc.gov/OHR/employer/CompetencyDictionary.doc>

We will be working to improve the competency dictionary over time, and OHR welcomes any feedback or suggested additions to the dictionary. If you have any questions or suggestions for improvement, feel free to call your HR Consultant or submit information to our e-mail address at: webinfo@ohr.sc.gov.